

Chart of Accounts Cleanup

MUNIS®

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Overview

Since the inception of the chart of accounts by KDE in 1994/1995, Districts have used various accounts in day to day processing. Each District is unique in its use of the chart of accounts to perform daily processing and Board reporting requirements and as such some accounts may go unused. As Districts prepare to perform the Chart of Accounts Migration, it is recommended Districts purge unused accounts as this reduces the effort required to migrate to the new accounts.

This document covers the steps necessary to remove unused accounts from the chart. The high level steps are as follows:

1. Purge journal history transactions
2. Mass delete old fund 2 projects
3. Mass purge closed accounts with no history
4. Individually purge accounts with no history

Each step and the specific requirements follow:

Note: Before starting the process of purging or mass deleting information make sure you have a good backup in case any problems arise.

Note: The following steps and instructions require the installation of MUNIS Version 7.2.

Purge Journal History Transactions

In MUNIS only accounts with no journal history transactions may be removed. In order to purge many unused accounts, the first step is to purge older journal history transactions. KDE recommends keeping the current plus 6 prior fiscal years.

The **Purge History Journal Entries** program provides the ability to purge one or more fiscal year(s) of transactions from the detail history files.

Notes:

- Purging history is performed by fiscal year to eliminate the possibility of creating out of balance journals.
- Purging detail transaction history does not affect the summary information kept each account. Up to 10 years of summary information is kept on each account.

Preparing to purge history:

- € Optionally print or spool the detailed history transactions prior to purging using the **Journal Inquiry/Print** and/or **Account Detail History Report** found in the *Journal Entry/History Menu* in the General Ledger module.
 - **Journal Inquiry/Print** creates reports of transactions grouped by posted journal.
 - **Account Detail History Report** creates reports of transactions grouped by account.

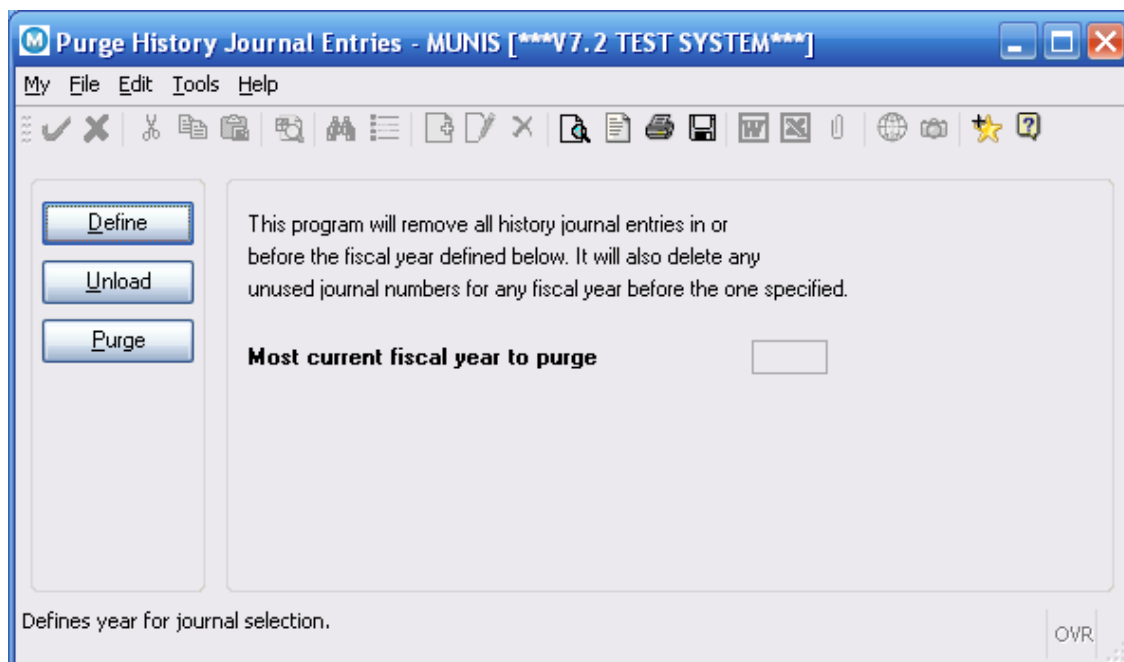
Running the MUNIS® Purge Function:**Notes:**

- The purge function may take some time to perform and may affect system performance therefore you may wish to perform this function after normal business hours or during periods of low system utilization.
- It is recommended you generate reports and purge one fiscal year at a time. This allows access to reports by fiscal year and does not overburden the system by trying to purge multiple fiscal years at one time.

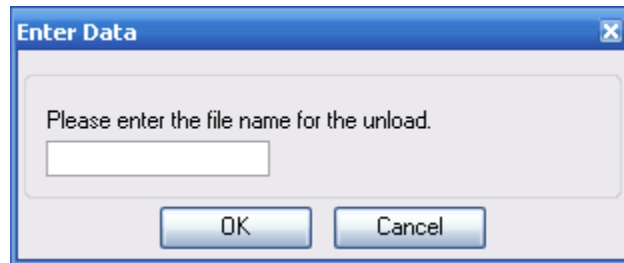
To access the Purge History Journal Entries function select:

Financials
General Ledger
End of Period Menu
Purge History Journal Entries

The following screen is displayed:



1. Select the **Define** button
2. Enter the fiscal year to purge (if multiple years need to be purged, purge each year individually starting with the oldest year).
3. The system reports the number records selected on the screen
4. Select the **Unload** button. The following screen appears:



This function unloads (makes a copy) the transactions to be purged to a file that may be reloaded if the purge was performed in error. **Note:** This option is not an archive solution as the file may not reload after the next release of MUNIS®.

5. Enter the filename to store the unloaded records using a naming convention that allows the District to easily identify the file and fiscal year. For example FY99DETHIST. Press **Enter** or click the **OK** button after entering the filename. The program may take a while as it unloads the records. Upon completion the unloaded file and path is displayed.
6. Select the **Purge** button to purge the detail transactions. A box appears requesting confirmation before proceeding.

Mass Delete Old Fund 2 Projects

Your District annually performs the task of purging old projects as you prepare to create projects for the new fiscal year. In this step we will perform the same process except we will purge projects from fiscal years other than 10 years prior.

Prior to mass deleting projects, we must ensure the projects have spent all monies, are in balance. Attempting to purge out of balance projects or projects with remaining balances could result in future out of balance project budget reports.

Ensure Projects are Fully Expended and in Balance:

Since only fully expended and in balance projects may be removed, start by running a project budget report for each fiscal year you will purge. Use each report to identify projects not fully expended or not in balance.

Financials

General Ledger

Inquiries and Reports Menu

G/L Report Writer Functions

State Specific Reports

Kentucky Reports

Project Budget Report

The following screen is displayed:

MTD Project Budget Report - MUNIS [***V7.2 TEST SYSTEM***]

My File Edit Tools Help

Org

Object

Project



Account type ☐

Account status

Major project

Valid status codes (A)ctive, (N)ext Year Budget, (I)nactive, (C)losed.

OVR

1. Select **Find**  and enter criteria in the Project field. You will run the report and enter selection criteria for each year of projects you will purge. To select one year enter “???X*” where X is the last digit of the year you will purge. For example you will find projects for “???0*” for fiscal year 2000, “???1*” for fiscal year 2001 and so on.
2. Enter into the Account Status field “AllIC” to find all accounts with status Active, Inactive and Closed.
3. After entering criteria, click **OK**  to find accounts with projects for the selected fiscal year.
4. Click the **Rpt Options** button to establish options to allow you to quickly review the projects and their status. The following screen appears:

Report Selections

My File Edit Tools Help

Field # Total Page Break

Sequence 1 12 Proj ☒ ☐

Sequence 2 0 ☐ ☐

Sequence 3 0 ☐ ☐

Sequence 4 0 ☐ ☐

Report_title

PROJECT BUDGET REPORT

☒ Print totals only ☐ Include encumbrances

☐ Use inception budget ☐ File output

Year/period Within year/period 2009 / 7

☒ Print revenue as credit

(F)ull or (S)hort desc F

☐ Print full GL account ☐ Double space

Sum objs to position 4

☐ Roll to major project

☐ Print journal detail

From year/period Within year/period 2009 / 7

To year/period Within year/period 2009 / 7

Sort by JE # or PO # J

Detail format option 1

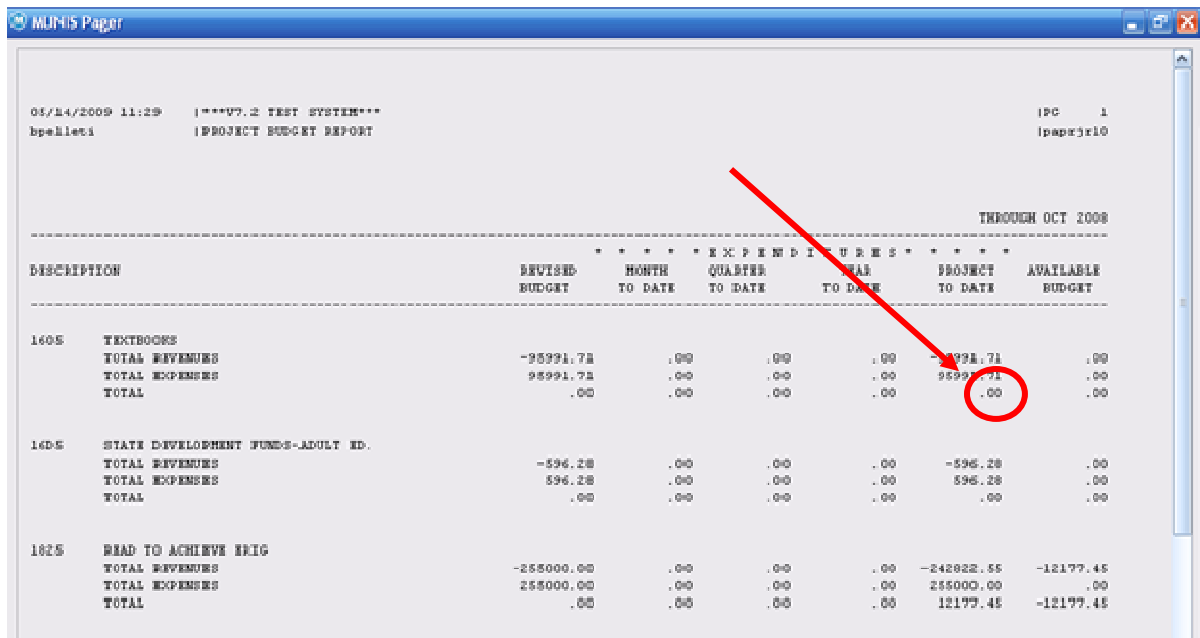
Field number of this sequence level. OVR.

- To create a concise and easily readable report, set the following options in the Report Options screen:

- Ensure the report sequence options are specified as noted above.
- Check the box to “Print totals only”

Click the **OK** icon to accept the options and close the pane.

- Click one of the output icons (display , print or spool) to review the report (see sample below). When reviewing the report identify projects whereby the Project To Date column totals zero. Any projects where this amount is non zero must either be excluded from the mass delete process or must be adjusted before mass deleting. If adjustments are made, rerun the report to ensure the balance is zero.



04/14/2009 11:29 *****UP.2 TEST SYSTEM*****
bpc11et1 PROJECT BUDGET REPORT

IPC 1
lpcprj10

THROUGH OCT 2008

DESCRIPTION	BUDGETED BUDGET	* * * * * MONTH TO DATE	* * * * * QUARTER TO DATE	* * * * * YEAR TO DATE	* * * * * PROJECT TO DATE	AVAILABLE BUDGET
1605 TEXTBOOKS						
TOTAL REVENUES	-95991.71	.00	.00	.00	-95991.71	.00
TOTAL EXPENSES	95991.71	.00	.00	.00	95991.71	.00
TOTAL	.00	.00	.00	.00	.00	.00
1605 STATE DEVELOPMENT FUNDS-ADULT ED.						
TOTAL REVENUES	-596.28	.00	.00	.00	-596.28	.00
TOTAL EXPENSES	596.28	.00	.00	.00	596.28	.00
TOTAL	.00	.00	.00	.00	.00	.00
1625 READ TO ACHIEVE BRIG						
TOTAL REVENUES	-255000.00	.00	.00	.00	-242822.55	-12177.45
TOTAL EXPENSES	255000.00	.00	.00	.00	255000.00	.00
TOTAL	.00	.00	.00	.00	12177.45	-12177.45

- After completing the process for a fiscal year, you may run steps 1 – 3 using different fiscal year criteria until you have verified each fiscal year you choose to mass delete.

Mass Deleting Projects

Once you've reviewed projects for a fiscal year you are ready to mass delete them.

To Mass Delete a Next Year Project/Accounts/Transactions, Select:

Financials

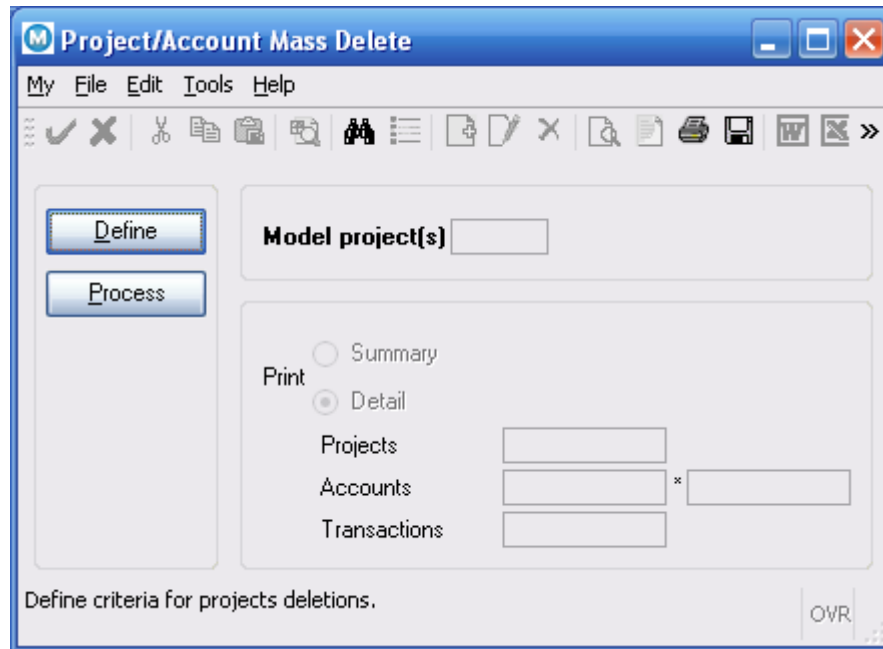
General Ledger





Project Accounting Menu

Mass Project/Account Creation


Select the **Mass Delete** button



The following screen is displayed



1. Select the **Find** icon .
2. Enter a project or wild cards to select multiple projects. For example, to find all Fiscal Year 2001 Projects, enter ???1 in the Model Project(s) field. This will find all projects with "1" in the fourth character of the project. If you have selected projects that must remain in place you will want to use different criteria.
3. Press **Enter** or click the **OK**  icon. If the number of Project(s) displayed on the screen matches the number of projects you are expecting, proceed to the next step, otherwise start from step #1 using different selection criteria.
4. Click the **Define** button and select a report print option of Summary or Detail. This option produces a report of the accounts (Summary) or accounts with detail transactions (Detail) to delete from the database.
5. Select the **Print** icon  or **spool** icon  to view the report.
6. Review the report to ensure the projects, accounts and transactions listed should be removed from the system. Any accounts listed in the Summary report with an "*" to the left of the account indicates the account contains detail history transactions. If the report contains any detailed transactions that are **4 fiscal years old or less**, Mass Delete will not be allowed.

Note: You are not required to and should not move projects to a holding state at this time. Any remaining projects can be reviewed and addressed when they are reused.

7. After determining the projects to delete, select the **Find** icon  and enter either one project or a project code with wildcards to select smaller ranges of projects in the **Model Projects** field. Selecting individual or smaller groups of projects may be necessary if you have projects within a fiscal year that must be retained.

8. Select the **Define** button and select the *Summary* radio button. Select the **spool** icon , go to **My -> Reports** and review the projects and accounts selected to ensure they have no recent history and can represent the accounts you wish to purge.
9. If the report contains the projects/accounts to purge, return to the Mass Delete program and select the **Define** button and choose the *Detail* radio button. Select the **spool** icon  to spool the detail information to be purged.

***Note:** The **Detail report option must be selected** and spooled or printed before the user may proceed with mass deleting*

10. Select the **Process** button to delete the projects, accounts and detailed transactions listed in the reports run in step 6. This process may run for some time and should be done outside normal business hours or during low system utilization. Repeat steps 1 – 9 until all projects for the appropriate fiscal years are purged.
11. After purging projects, go to the Project Master Maintenance program (found in the Project Accounting Menu) and find each year of projects purged. Ensure each projects you purged are no longer in this table.

Verify Balanced Projects

After purging projects, return to the section above entitled “Ensure Projects are Fully Expended and in Balance” and run project budget reports for each fiscal year projects were purged. Ensure no out of balance situations arose from the purge process.

Mass Purge Closed Accounts With No History

MUNIS contains a program to allow a user to purge closed accounts with no history from the chart of accounts. The accounts purged should be limited to Expense accounts only.

To run the Purge G/L Accounts program select:

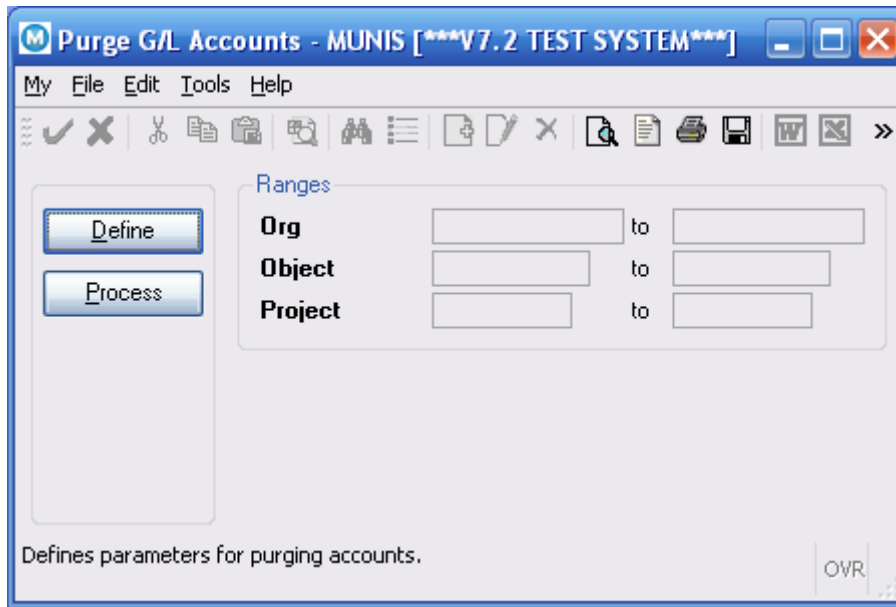
Financials




General Ledger Menu

End of Period Menu


Purge G/L Accounts

Make sure you have a recent backup and click OK and the following screen is displayed:



1. Select the **Define** button.
2. Enter criteria in the object range “ ” to “09XX” where “09XX” is the highest numbered expense object in your object code table. This will limit the accounts considered to be expense accounts. Click the **OK**  icon to select accounts matching the criteria. It may take a moment to retrieve the accounts.
3. Next click the **Display**  or **Print**  icon to review all closed accounts with no history.
4. Review the report and note accounts or ranges of accounts that may be considered for purging from the chart of accounts.

Caution: When purging closed accounts, DO NOT PURGE accounts from Fund 2, Balance Sheet or Revenue accounts as this could have adverse effects on Project Budget and other reports.

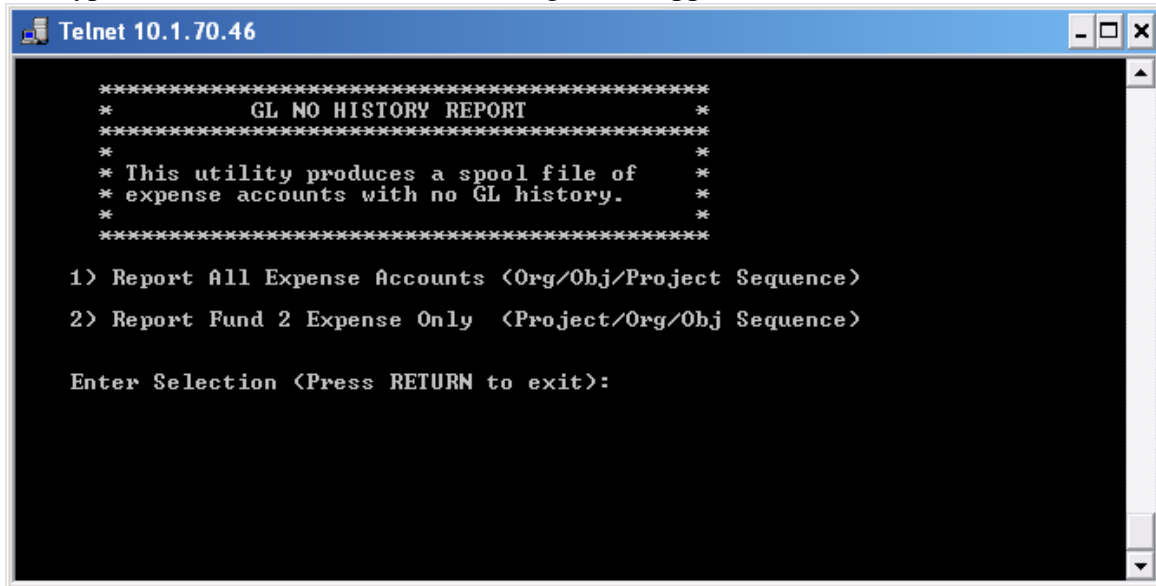
5. Your report will likely contain accounts that can be purged and accounts that should not be purged. To purge accounts, select the **Define** button and enter criteria to narrow the selection to a range that can be purged. Make sure you *include only expense object codes* in the object code range. As you decide how to select ranges to purge, you may find the most likely approach is to use an Org code range. Prior to purging accounts be sure to display or print the report and ensure it includes only the accounts you wish to purge.
6. Click the **Spool**  icon to first spool a report of accounts to purge followed by clicking the **Process** button to remove the accounts..

Individually Purge Accounts With No History

After all prior steps are performed you may now produce a list of all accounts (active, inactive, closed) that have no history transactions. The rudimentary script provided creates a spool file of expense accounts with no transaction history.

To Run the No GL History Utility:

- Login as root
- Type: "**cd /fms**"
- Type: "**ksh nohist**". The following screen appears:

A screenshot of a Telnet window titled 'Telnet 10.1.70.46'. The window displays a text-based menu for the 'GL NO HISTORY REPORT' utility. The menu is enclosed in a box of asterisks. It provides two options: '1) Report All Expense Accounts <Org/Obj/Project Sequence>' and '2) Report Fund 2 Expense Only <Project/Org/Obj Sequence>'. Below the options, it prompts the user to 'Enter Selection <Press RETURN to exit>:'.

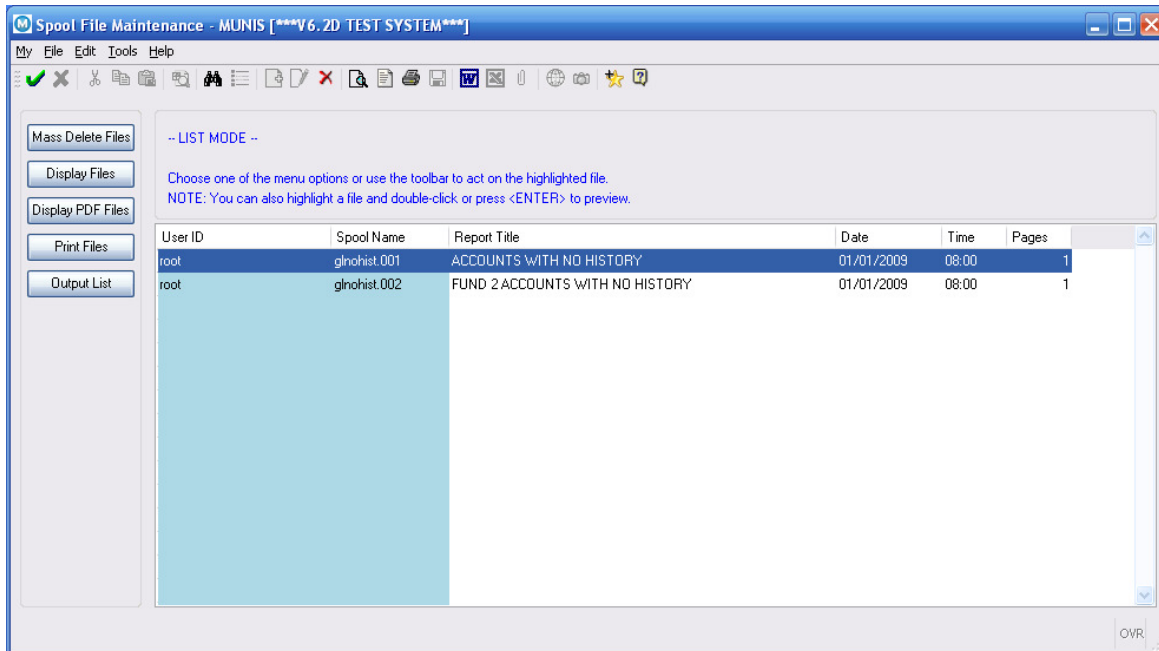
```
Telnet 10.1.70.46

*****
*          GL NO HISTORY REPORT          *
*****
* This utility produces a spool file of   *
* expense accounts with no GL history.   *
*****

1) Report All Expense Accounts <Org/Obj/Project Sequence>
2) Report Fund 2 Expense Only <Project/Org/Obj Sequence>

Enter Selection <Press RETURN to exit>:
```

- Select one of the options and press Enter to produce a report of accounts with no GL History.
- The program will take a few minutes or more to produce the report. Once complete, you will find a spooled report in the MUNIS Live database.
- To locate the reports select Dept -> Spool F/M. Select Find and enter in the Spool Name field "glnohist*".



- One or two reports may be present. The report generated from option #1, Report All Accounts, is named “glnohist.001” with a Report Title of “ACCOUNTS WITH NO HISTORY”. The report generated from option #2, Report Fund 2 Only, is named “glnohist.002” and a Report Title “FUND 2 ACCOUNTS WITH NO HISTORY”.
- The report contains very basic formatting and is intended to be used to note or highlight accounts to remove. Please review this report and decide which accounts you wish to remove from your chart of accounts.

Note: Re-running either report overwrites the prior report.

To purge the accounts from the MUNIS system perform the following:

The accounts listed on the previous report may be purged from your chart of accounts. You may decide which accounts to keep and which to purge from the chart of accounts. To purge accounts perform the following:

Select:

Financials

General Ledger

Set-Up/Chart of Accounts Menu

G/L Account FM

GL Account FM - MUNIS [***V6.2D TEST SYSTEM***]

My File Edit Tools Help

Amounts
Job Class
Control Accts

Org code: 0011075 SUPERINTENDENTS' OFFICE
Object code: 0110 CERTIFIED PERMANENT SALARY
Project: ...

Fund: 1 GENERAL FUND
Unit: 001 CENTRAL OFFICE
Function: 2321 SUPERINTENDENT'S OFFICE
Program: 000 NO SPECIFIC PROGRAM
Inst Level: 00 ALL LEVELS OF INSTRUCTION
Object: 0110 CERTIFIED PERMANENT SALARY
Project: ...

Last updated: 07/08/2008
Account type: Expense
Status: Active
Entity: 1

Budget
☒ Budgetary
☐ Auto-encumber
☐ Require budget detail
Rollup

Balance sheets
Balance type: ...
Normal balance: ...
Closing balances: ...
Control account: ...

Account Description
Full: CERTIFIED PERMANENT SALARY Short: CRT PRM SA
Next year full: ...


Reference Account
Org: ... Obj: ... Project: ...

Notification
Budget Warning Percent: 0.00

1 of 37

Monthly and Annual Account Balances.

OVR

- Accounts may only be removed individually. Find an account or a group of accounts.
- To delete an account select the **Delete**  icon to delete the account shown on the screen. If you receive the message “**Counters must be zero**”, simply skip this account and go on to the next.